

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5222

TITLE: HERITAGE RESOURCE SPECIALIST III

GRADE: S-23

DEFINITION:

Under general supervision, performs highly skilled, professional level preservation work in an assigned specialty area (e. g., archeology, historic preservation, historical research); directs the activities of lower level staff or a group of volunteers; provides expert interpretation and recommendations in that specialty area to senior County officials, boards and commissions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Heritage Resource Specialist II class in terms of the depth of specialized knowledge required. Heritage Resource Specialist III positions serve as experts in their specialty area, and typically supervise professional level staff and/or large groups of volunteers. In contrast, Heritage Resource Specialist II positions perform full performance level, professional historic preservation work under general supervision. The Heritage Resource Specialist III class is distinguished from the Heritage Resource Specialist IV class in that the Heritage Resource Specialist IV position has managerial responsibilities in addition to programmatic ones. It serves as branch chief for the Office of Comprehensive Planning's Heritage Resources Branch, managing the full range of historic preservation specialties. The Historic Preservation series is distinguished from the Historian series in terms of nature of work performed. Heritage Resource Specialist positions apply highly specialized knowledge to research-oriented situations. For example, an Heritage Resource Specialist III position directs the County's pre-historical archeology program. Historian positions typically are involved in interpretation of historical sites and events. For example, an Historian III position supervises operations at the Colvin Run Mill Park Historical Site.

ILLUSTRATIVE DUTIES:

Archeology

Identifies, surveys, evaluates, and records archeological resources for the purpose of making recommendations related to County preservation, planning and development projects;

Expands and updates archeological site inventories and information on historical overlay districts;

Reviews and assists in developing revisions to the County's Heritage Resources Plan and Comprehensive Plan;

Reviews public and private planning and development proposals for compliance with local, state, and federal preservation guidelines and requirements, as well as potential impact on archeological projects;

Works with developers, construction contractors, and utility companies to negotiate a balance between development plans/activities and historic preservation, and recommends mitigation and proffers when necessary.

Historic Preservation

Identifies, evaluates, and records architectural and historic resources to make recommendations related to their study, preservation and continued adaptive use;

Expands and updates the County's inventory of historic sites;

Reviews and assists in developing revisions to the County's Heritage Resources Plan and Comprehensive Plan;

Reviews public and private planning and development proposals for compliance with local, state, and federal preservation guidelines and requirements, as well as potential impact on preservation projects;

Communicates with owners of historic properties and the public on issues dealing with historic overlay districts, including guidelines for design review.

Historic Research and Reporting

Performs, directs, or coordinates the writing, editing, publication, and distribution of historical publications, and recommends marketing strategies;

Researches, interprets, and records information related to the County's heritage resources for the purpose of making recommendations related to the study, preservation and publication of historical information;

Coordinates production and publishing activities;

Identifies the need for, and directs, historical research projects, coordinating them with other agency staff as appropriate;

Coordinates the design and placement of official state historical highway markers, conducting related research.

All Specialty Areas

Researches and reports on issues related to an area of expertise;

Provides information to the public related to an assigned specialty area through reports, publications, lectures, and meetings;

Provides professional counsel and administrative support to boards and commissions interested in heritage resources, such as the Board of Supervisors, the Park Authority Board, the Planning Commission, the Architectural Review Board, and the History Commission;

Advises individuals and groups on the preparation of nominations to the Virginia and National Registers of Historic Places;

Trains, directs and evaluates the work of lower level staff, volunteers, and/or contract personnel;

Works with other agency staff on team projects when expertise in a specialty area is required;

Assists in the establishment and revision of agency and division policies and procedures;

Writes Requests for Proposal, selects contractors, and monitors their work;

Represents the agency and County at meetings of boards, authorities, and commissions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, practices, and methods of the specialty area to which assigned, and the ability to effectively apply them;

Knowledge of the County's planning process as it affects heritage resources;

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Knowledge of the County's Heritage Resources Plan and Comprehensive Plan;
Knowledge of local, state, and federal preservation guidelines and requirements;
Skill in communicating effectively, orally and in writing;
Ability to develop and recommend sound policies and procedures;
Ability to establish and maintain good working relationships with coworkers, volunteers, and contractors;
Ability to collect and analyze research data;
Ability to speak effectively before groups;
Ability to analyze and evaluate development plans, and form sound practical recommendations;
Ability to set priorities and manage time efficiently.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a Master's degree in history, anthropology, archeology, architecture, historical architecture, architectural history, or other field closely related to the area of specialization; PLUS
Three years of professional experience in the specialized field. Experience may not be substituted for the required educational level.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: July 26, 1993